

City of Coquitlam

Request for Information and Qualifications

RFIQ No. 24-060

Public Art Consultant

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KEY DATES

RFQ Issue Date	Friday, June 28, 2024
Deadline for Questions	2:00 PM (local time) Tuesday, July 16, 2024
Deadline for Issuing Addenda	Wednesday, July 17, 2024
Submission Deadline	2:00 PM (local time) Friday, July 19, 2024

SUMMARY OF KEY INFORMATION

RFIQ Reference	RFIQ No. 24-060 Public Art Consultant
Overview of the Opportunity	The purpose of this RFIQ is to invite Submissions from professional, qualified, experienced companies for the provision of Public Art Consultant services.
Instructions for Proposal Submission	<p>Proposal submissions and Microsoft Excel appendices should be submitted in the original format (MS Word and MS Excel) and any other supporting documents are to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> In the “Subject Field” enter: RFIQ Number and Name Add files in .pdf format and Send Files (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFIQ Documents	RFIQ Documents are available for download from the City of Coquitlam’s website: https://www.coquitlam.ca/Bid-Opportunities Printing of RFIQ documents is the sole responsibility of the Proponents.
Questions	Send questions to: bid@coquitlam.ca referencing the RFIQ name and number.
Instructions to Proponents	The guidelines for participation that will apply to this RFIQ are posted on the City’s website: Instructions to Proponents
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.

DEFINITIONS

In this RFIQ the following terms will have the meaning set out below:

“Artist Proposal” means the drawings, details and material specification that describe the Work;

“Art Installation” means a painting or sculpture on a wall or ground surface, and/or functional public art (i.e. seating etc.) that is visible and accessible to the general public;

“City” means the City of Coquitlam.

“Contract” means a formal written contract between the City and a Consulting firm selected to undertake the Services.

“Consultant(s)” mean those firms that the City has selected to provide professional and technical consulting services relating to planning & design of projects and/or project categories identified in this RFIQ.

“Preferred Respondent” means a proponent selected by the Evaluation Committee to participate in a subsequent RFP process or enter into negotiations for a Contract.

“Respondent” means an entity that submits a response to this RFIQ.

“RFIQ” means this Request for Information and Qualifications.

“Services” means and includes anything and everything required to be done by the Consultant for the fulfillment and completion of the Contract as described in this RFIQ.

“Site” means the location where the Work is to be installed, as approved by the City, at its sole discretion;

“Submission” means a response submitted for evaluation in response to this RFIQ.

1 INSTRUCTIONS TO RESPONDENTS

1.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmi̓nə́h̓ word kʷikʷə́lə̓m (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikʷə́lə̓m (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the s̓q̓ə́ciyaʔt̓ təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 Introduction

The City is seeking Submissions from qualified Respondents to **Public Art Consultant**.

1.3 Purpose

The City intends to create a shortlist of firms for a period of three (3) years or until such a time as the City releases a new RFIQ.

The City may request quotes from those companies at any time or select one company for specific project(s). Typically, as assignments arise, Respondents on the shortlist will provide a proposal for the Services for a project, and the City will evaluate the cost effectiveness of the Quotes.

The scope of the projects the short-listed consultant(s) would be responsible for coordinating and installing include but are not limited to;

- Retain local artist(s) for the completion of upcoming public & functional art projects
- Design & Installation of public art murals, pieces and site furnishing to enhance city streetscapes, align with the form and character of neighbourhoods, and activate plazas.
- Have the capacity to coordinate multiple public art projects on tight timelines at the same time

The City will monitor and evaluate the performance of the Consultants. In the event that one or more of the shortlisted companies in a category have either not performed well or do not have resources available that are suited to an assignment may be removed from the shortlist.

The City reserves the right to add one or more of the highest ranked companies to the shortlist.

The City reserves the right to request quotes, at its discretion, to select Respondents for any project, including those deemed to require other specialized skills, knowledge or experience, as well as add new companies on to shortlist on an on-going basis as deemed appropriate by the City in its sole discretion. The City makes no representation of any kind as to whether it will send our Request for Quotation or carry out future projects, or as to the volume of projects that would be available to any Respondent.

The City reserves the right to add one or more of the highest ranked companies to the shortlist.

1.4 Instructions to Respondents

Respondents are advised that the rules for participation that will apply to this RFIQ are located: [Instructions to Respondents](#).

Respondents are to complete and submit the information requested in this RFIQ document on the Submission Form or in a format that has been approved and is acceptable to the City.

By submitting a Submission in response to this RFIQ, the Respondent agrees and accepts the rules by which the bid process will be conducted.

1.5 Eligibility

For eligibility, and as a condition for award, the successful Respondent(s) would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$2M coverage provided on the [City's Standard Insurance Form](#)
- b) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Consulting & Professional Services](#)
- c) A City of Coquiltam or Tri Cities Intermunicipal [Business License](#)

These items are not required as part of this RFIQ Submission but will be required prior to entering into an agreement with the City for Services.

1.6 Litigation

The City may, at its absolute discretion, reject a Submission if the Respondent, or any officer or director has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Respondent.

In determining whether or not to reject a Submission, the City will consider whether the litigation is likely to affect the Respondents ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

2 SELECTION PROCESS

2.1 Process

The City will create a shortlist of Respondents that the City identifies to have the expertise, capabilities, and resources to successfully provide the required Services and that meet the needs and requirements of the City.

Respondents shortlisted may be invited to participate in a separate RFP process or may be awarded specific projects as they come available.

All interested parties should recognize that this RFIQ does not guarantee that a Request for Proposal will be issued following this RFIQ.

The City reserves the right to directly negotiate with one or more Respondents for the initial three (3) term for any project.

The City reserves the right at any time and at its sole discretion to cancel this process for any reason in its entirety.

2.2 Evaluation Criteria

The City uses Microsoft Word to aid the transfer of Respondents information to an evaluation document. Proposal Submission Form responses should provide direct answers or a concise summary of attachments. If attachments are required, ensure to provide a summary for each question then direct the City to the appropriate section within the attachments.

Lower scores may be recorded if Proposal Submission Forms are:

- Not in Microsoft Word
- Only answering questions with "see section x in attached document".

The strength of the submission will be evaluated separately for each applicable category.

The evaluation criteria are as follows:

Evaluation Criteria	Points
Compliance with the requirements of this RFIQ.	5
Experience, capabilities, capacity and resources	25
Project Examples & Demonstrated Work	25
Key Personnel	10
Technical	10
Sustainability & Social Responsibility	5
Total	100

The Submission Form and the resumes provide Respondents with the opportunity to demonstrate their strength in the above criteria. Upon submitting a response to this RFIQ, Respondents consent to the City and their representatives checking and verifying the information provided. References may be contacted. Reference checks will be kept confidential and will not be reviewed or discussed with companies who submit a Submission.

The City may, at its discretion, request clarification or additional information from a Respondent with respect to any Submission and the City may make such requests to only selected Respondents. The City may consider such clarifications or additional information in evaluating a Submission.

Respondents agree the City may disclose names of Respondents however, unevaluated results, unit prices, rates or scores will not be provided to any Respondents.

Incomplete Submissions or Submissions submitted on forms other than the Submission Form may be rejected. The City reserves the right to reject without further consideration any Submission which in its opinion does not meet the criteria it considers essential for the work outlined in this RFIQ.

2.3 Selection

The City will review the Submissions and rank them based on the evaluation criteria outlined above. The City reserves the right to compare Submissions to other Submissions and consider other criteria that may become evident during the evaluation process to obtain best value.

The evaluation will be confidential and no totals or scores will be released to any of the Respondents.

Where only one Proposal is received, the City may reject such and re-issue the RFIQ on a selected basis.



City of Coquitlam

SUBMISSION FORM

RFIQ No. 24-060

Public Art Consultant

Proposals will be received as per date and time in [Key Dates](#) Section

INSTRUCTIONS FOR SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

- 1. In the "Subject Field" enter:** RFIQ Number and Name
- 2. Add files in .pdf format and "Send Files"**

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Respondents are responsible to allow ample time to complete the Submission process. If assistance is required phone 604-927-3037.

Legal Name of Respondent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Consulting and Professional Services](#) and would be prepared to enter into in an agreement that incorporates the City's StandardTerms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFIQ and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements - Requested Departure(s) / Alternate(s) / Addition(s)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

i. WCB - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iii. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	
As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):	

2. CORPORATE

d) EXPERIENCE, CAPABILITIES, CAPACITY AND RESOURCES - Respondents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i. Structure of the Respondent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):	
ii. Outline your network connections and ability to procure goods and services from local artists, small and medium sized businesses or social enterprises, or Indigenous owned businesses and artists	
iii. A brief narrative explaining why and how the Respondent’s team is best suited for the Project.	
iv. Respondent is to provide list of 3 relevant projects that reflect their experience and abilities. Include up to 10 digital images: Attached to Submission Form:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, explain:	

f) PROJECT EXAMPLES AND DEMONSTRATED WORKS – Respondent shall be competent and capable of performing the Services requested and successfully delivered contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):

Example No. 1	
Description of Contract	
Size and Scope	
Location	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Artist Information	
Fabricator Information	
Installer Information	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Example No. 2	
Description of Contract	
Size and Scope	
Location	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Artist Information	
Fabricator Information	
Installer Information	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Example No. 3	
Description of Contract	
Size and Scope	
Location	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Artist Information	
Fabricator Information	
Installer Information	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

g) KEY PERSONNEL – Respondent proposes the following key personnel for the Services stated in the RFIQ. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval.				
LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				
v.				
vi.				
(use the spaces provided and/or attach additional pages/bio, if necessary. Maximum 1 pages each)				

3.

TECHNICAL

a) APPROACH and METHODOLOGY Provide a brief description of the various components required for successful completion of the work and summarize key features of your submission.
I. Project Management - Describe your project management process from initiation to delivery. Including coordination with of City, artists, sub consultants and trades..
II. Quality Control & Assurance - Describe processes the Respondent will use to ensure the delivery of high quality Services for the City.
III. Risk Factors - Identify anticipated risks and mitigation measures.
IV. Safety - How will the Respondent address safety on the work site.

4. SUSTAINABLE AND SOCIAL RESPONSIBILITY

a) Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City
b) State any value added benefits and activities they can provide in delivering the Services. Provide details:
c) What policies does your organization have to support reconciliation with indigenous peoples:

Attention Purchasing Manager:

5. **I/We, the undersigned duly authorized representative of the Respondent**, having received and carefully reviewed all of the Submission documents, including the RFIQ and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Submission in response to the RFIQ.
6. **I/We** agree to the rules of participation outlined in the [Instructions to Respondents](#) and should our Submission be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City’s Contract as defined within this RFIQ document.
7. **I/We acknowledge** receipt of the following Addenda related to this Request for Information and Qualification and have incorporated the information received in preparing this Submission.

Addendum No.	Date Issued

This Submission is submitted this ___ day of _____, 20____.

I/We have the authority to sign on behalf of the Respondent and have duly read all documents.

Name of Respondent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.